

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 12/2/2014	(3) CONTACT/PHONE Trevor Keith, Division Manager / (805)781-1431 Tami Douglas-Schatz, Director, Human Resources / (805) 781-5959	
(4) SUBJECT Submittal of a resolution amending the Position Allocation Listing for Fund Center 142 -Planning and Building to delete two Limited Term Land Use Technician positions and add two Limited Term Planner I – III positions and request to approve contract change orders to the Energy Watch Partnership Contracts for \$423,510 to extend them through calendar year of 2015 and approve a Contract Change Order for \$108,000 and a Budget Adjustment Request in the amount of \$108,000 for the calendar year 2014. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board of Supervisors: <ol style="list-style-type: none"> 1. Approve, and direct that the Chairperson sign the resolution amending the Position Allocation Listing for the Planning and Building Department to delete the two Limited Term Land Use Technician positions and add two Limited Term Planner I – III positions for a period of 12 months starting when the positions are filled; 2. Approve the attached contract change orders for calendar year of 2015 and Budget Adjustment, by a 4/5th vote, for the additional amount of \$108,000 for calendar year 2014 to provide funding from unanticipated revenue. 			
(6) FUNDING SOURCE(S) PG&E, Socal Gas	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: 1415043 <input checked="" type="checkbox"/> 4/5 Vote Required <input type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date: <u>March 11, 2014</u>	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) All			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Trevor Keith, Division Manager/Department of Planning & Building

VIA: James Bergman, Director/Department of Planning & Building

DATE: 12/2/2014

SUBJECT: Submittal of a resolution amending the Position Allocation Listing for Fund Center 142 -Planning and Building to delete two Limited Term Land Use Technician positions and add two Limited Term Planner I – III positions and request to approve contract change orders to the Energy Watch Partnership Contracts for \$423,510 to extend them through calendar year of 2015 and approve a Contract Change Order for \$108,000 and a Budget Adjustment Request in the amount of \$108,000 for the calendar year 2014. All Districts.

RECOMMENDATION

It is recommended that the Board of Supervisors:

1. Approve, and direct that the Chairperson sign the resolution amending the Position Allocation Listing for the Planning and Building Department to delete the two Limited Term Land Use Technician positions and add two Limited Term Planner I – III positions for a period of 12 months starting when the positions are filled and
2. Approve the attached contract change orders for calendar year of 2015 and Budget Adjustment, by a 4/5th vote, for the additional amount of \$108,000 for calendar year 2014 to provide funding from unanticipated revenue.

DISCUSSION

San Luis Obispo County Energy Watch Partnership

The San Luis Obispo County Energy Watch Partnership provides resources and incentive funds to help businesses and public agencies to become more energy efficient. The Partnership is funded by California utility ratepayers under the auspices of the California Public Utilities Commission (CPUC). The Energy Watch Partnership participants include:

- City of Arroyo Grande
- City of Atascadero
- City of Morro Bay
- City of Grover Beach
- City of Paso Robles
- City of Pismo Beach
- City of San Luis Obispo
- County of San Luis Obispo (Program Administrator)
- Pacific Gas and Electric Company
- Southern California Gas Company

Contract for Program Cycle 2015

In the 2013-2014 program cycle, the County was the administrator of the Energy Watch Partnership which provided activities including the following elements:

Government Facilities: Worked with municipal and Community Service District staff to benchmark energy usage and cost of building facilities and utility infrastructure and develop customized energy action plans that help identify opportunities for saving energy, implementing projects, tracking building performance, and providing education and outreach services.

Trainings: Partnership staff worked with utilities to develop targeted and customized training resources and opportunities, such as Building Performance Institute (BPI) certification classes for individuals seeking to perform home energy audits and Title 24 classes for building examiners and contractors seeking education regarding the updated State energy code.

Marketing and Outreach: Developed successful outreach campaigns such as Energy Awareness Month, which leveraged existing relationships with school districts and community groups and dynamic marketing materials to effectively reach target underserved customers. Staff integrated sources of online information and redeveloped website to better serve those seeking information regarding energy efficiency programs and resources.

Strategic Plan Support: Worked with program partners to assist with Energy Wise Plan monitoring and implementation measures for cities and the County, and provided trainings and services to help improve regulatory compliance.

Our savings goal for the 2014 year of 1,520,935 kwh and 16,500 therms in our County which have met. Our savings goal for the 2015 calendar year is to reduce energy use by 1,044,730 kwh and 16,500 therms in our County. For the calendar year cycle of 2015, the San Luis Obispo County Planning and Building will receive \$386,500 from PG&E and \$37,010 from SoCal Gas to administrator the Energy Watch Partnership and continue the activities listed above. This additional funding will run through the last six months of Fiscal Year 2014-2015 and the first six months of Fiscal Year 2015-2016, which ends December 31, 2015. The additional funding will allow the position change from two Land Use Technicians to two limited term Planner I – III for 12 months to meet the technical oversight on these programs vs. the paraprofessional series. Currently, one of the Land Use Technician position's is filled and the other one is vacant. By changing these positions to the Planner series, it will allow us to meet our energy reduction goals by increasing our ability in assisting the Community Service District's and municipalities with their facility energy management and efficiency projects. In addition, a budget adjustment of \$108,000 is necessary to reflect an increase in the scope of work from the original budget. This increase in scope includes marketing and professional services that would be accomplished via temporary staff as well as consultant services.

OTHER AGENCY INVOLVEMENT/IMPACT

County Counsel has reviewed and approved the contract as to legal form and content. The Administrative Office has been consulted on energy staffing options. The Human Resources Department has reviewed the proposed duties to verify the proper classification and has prepared the resolution to amend the Position Allocation List.

FINANCIAL CONSIDERATIONS

The anticipated contract change order amounts in excess of \$108,000 were incorporated into the FY 2014-2015 adopted budget. While the changes in the PAL from the Land Use Tech positions to the Planner I-III positions will create an increase in cost of approximately \$5,000 for the remainder of the Fiscal Year 2014-2015 (January-June). These costs have been more than offset by a 6 month delay in filling the currently vacant Land Use Technician position. Going forward, all expenses associated with the Energy Watch program are revenue offset by the revised contract. Revenue and expense adjustments in the amount of \$108,000 are necessary to reflect an increase in the program scope to include additional temporary staff costs of \$28,000 as well as additional professional services expense of \$80,000.

RESULTS

The contract change order will allow the Department to complete our on-going obligations to the Energy Watch Partnership contract. These programs will reduce energy use by 1,044,730 kwh and 16,500 therms in our County through the calendar year of 2015. These limited term positions will run concurrently with the Energy Watch Partnership contract.

By changing these Land Use Technician positions to the Planner series, it will allow us to meet our energy reduction goals by increasing our staff's ability for technical oversight of facility energy management and efficiency projects.

ATTACHMENTS

1. Attachment 1: PG&E Energy Watch Partnership Contract Change Order
2. Attachment 2: Socal Gas Energy Watch Partnership Contract Change order
3. Attachment 3: Resolution amending the PAL for Fund Center 142